



**City of Boston Environment Department  
Air Pollution Control Commission (APCC)**

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**INSTRUCTIONS ON APPLYING FOR A NEW OR MODIFIED  
SOUTH BOSTON PARKING FREEZE PERMIT (PFP)**  
**[pursuant to 310 CMR 7.33]**

1. **WHO MUST FILE FOR A NEW OR MODIFIED PARKING FREEZE PERMIT?** There are three (3) distinct zones within the South Boston Parking Freeze area: (1) the Piers Zone, (2) the Commercial/ Industrial Zone, and (3) the Residential Zone [see map in FAQ]. The following landowners must file a New or Modified application with the Air Pollution Control Commission for a Parking Freeze Permit (PFP).
- Landowners that seek to create new residential, off-street parking on property within the Piers Zone or the Commercial/ Industrial Zone need to apply for a New or Modified PFP. One of two outcomes will result:
    - If the proposed ratio of parking to living space DOES NOT exceed one parking space per dwelling, a Certificate of Exemption will automatically be issued.
    - If the proposed ratio of parking to living space **DOES exceed one parking space per dwelling**, the applicant must request a hearing before the Air Pollution Control Commission.
  - Landowners that seek to modify the total number of existing non-residential, off-street parking spaces on property within the Piers Zone or the Commercial/ Industrial Zone.

Written proof that the applicant is the owner of record (photocopies will satisfy) or has written approval from the owner of record is required in order to file an application for the property. In the case of condominiums or cooperatives, written approval of the board of trustees or their equivalent will satisfy.

**Landowners that do not fit into any of the above categories MAY STILL NEED TO APPLY for a PFP. See also #2 below.**

2. **WHO DOES NOT NEED TO FILE FOR A PARKING FREEZE PERMIT?**

Landowners with existing residential, off-street parking spaces on property within any of the three (3) South Boston Parking Freeze zones DO NOT need to apply for a PFP.

- Landowners that seek to create new residential, off-street parking spaces on property within the Residential Zone DO NOT need to apply for a PFP.

- Landowners that seek to create new commercial-use, off-street parking spaces on property within the Residential Zone that will serve businesses within the Residential Zone DO NOT need to apply for a PFP.

### 3. **SHOULD I FILE ANOTHER APPLICATION INSTEAD?**

If you still have questions about which PFP application you should file, please contact the APCC at (617) 635-4416 during normal business hours or [APCC@cityofboston.gov](mailto:APCC@cityofboston.gov).

### 4. **HOW AND WHERE TO FILE?**

You must file six (6) paper copies of your New or Modified Parking Freeze Permit application, as well as one (1) electronic copy. This can either be saved to a CD and enclosed with the paper copies, or it can e-mailed to [APCC@cityofboston.gov](mailto:APCC@cityofboston.gov) as an attachment.

All New or Modified Parking Freeze Permit (PFP) applications must be received by the receptionist at the Environment Department during normal business hours (Monday to Friday, 9 a.m. to 5 p.m.):

Executive Director  
Air Pollution Control Commission  
City of Boston Environment Department  
One City Hall Square, Room 805  
Boston, MA 02201

### 5. **IMPORTANT: New and Modified applications require a public hearing before the Air Pollution Control Commission.**

- An applicant must file a complete application no later than thirty (30) days prior to the next scheduled hearing to be heard at that hearing.
- Applications filed less than thirty (30) days prior to the next scheduled hearing will be heard at the following hearing.

### 6. **COMPLETING THE APPLICATION:**

- Please complete all sections of your application with the information requested, and mark “not applicable” or “n/a” where appropriate.
- Accurate and complete applications that are signed, dated, and accompanied by the application fee, will be eligible for the first available hearing. Notice of the hearing date and time will immediately issue.

### 7. **SOME REMARKS ON THE APPLICATION QUESTIONS:**

- **Question 2:** Please ensure that you are the owner or owner’s agent for the parcel of land listed in Question 1. Then enclose written proof of ownership or agency, such as a photocopy of last year’s Assessing Department bill, a statement from the owner, or another reliable document. For help finding a parcel ID number, contact the Assessing Department at (617) 635-4264 during normal business hours.

- **Question 4:** Identification numbers are assigned to parcels of land by the Assessing Department in order to assess property taxes. To verify your Parcel ID number, please examine the last property tax return you filed. For help finding these numbers, phone the Assessing Department at (617) 635-4264 during normal business hours.
  - **Questions 7 & 8:** These questions assume that most properties will contain both occupied buildings and accompanying parking and seeks to understand the activities occurring in the occupied building, as well as the square footage of each.
  - **Questions 9:** To answer question 9, the site plan or floor plan need not consist of professionally-prepared blueprints or schematics. While copies of such documents are helpful, a basic good-faith sketch addressing the four points requested would satisfy.
  - **Question 10:** An exact count of patrons is not necessary to answer this question. An approximation will satisfy.
8. **PERMIT APPLICATION FEE:** Please enclose a check or money order for the non-refundable permit application fee (\$10 per parking space) made payable to: City of Boston Air Pollution Control Commission with your application. If your application is in all respects a complete and accurate document, and is approved by the APCC, a permit shall issue. No permit shall issue until payment of the application fee has been received.
9. **SIGNED AND DATED APPLICATIONS:** The application must be signed and dated by the applicant. The applicant's signature attests that the information contained in the application is accurate and complete.
10. **APPENDIX A:** After completing the basic application and attaching all necessary documents, please complete Appendix A, "Statement of Need for the Proposed Facility." You should give a general description of the facility and the parking needs of local entities and patrons that the proposed facility will serve. Any written proof (letters, etc.) that you wish to supply in support of this statement should be attached to Appendix A.

### **WARNING!**

- Failure of a landowner to comply with South Boston Parking Freeze Regulations will subject him or her to APCC violations and fines.
- Failure of a permit-holder to comply with the terms of his or her Parking Freeze Permit will subject him or her to APCC violations and fines.
- Every day that an APCC violation occurs or continues is a separate violation, and is subject to the maximum penalties allowable.

If you have any additional questions about applications, please see "FAQs about the South Boston Parking Freeze" which is available at [www.cityofboston.gov/environment](http://www.cityofboston.gov/environment). Otherwise, contact the APCC at (617) 635-4416 OR e-mail [APCC@cityofboston.gov](mailto:APCC@cityofboston.gov) during normal business hours.